

Community Development Commission

November 2, 2005

To: Louisa Ollague, Deputy, 1st District
Jason Seward, Deputy, 2nd District
Wendy Aron, Deputy, 3rd District
Nick Ippolito, Deputy, 4th District
Jana Cooley, Deputy, 5th District

From: Carlos Jackson, Executive Director

SUBJECT: EMERGENCY SHELTER FUNDS

On June 20, 2005 the Board of Supervisors allocated \$20,000,000 for construction and/or renovation of year round emergency shelters. The motion was amended, to include comments by Supervisor Knabe, as follows:

The \$20,000,000 in funding should be flexible and used for the following types of activities

1. Construction of new year round homeless shelters;
2. Expansion of beds in homeless shelters currently in existence;
3. Services and/or ongoing operational costs for year round homeless shelters.

The purpose of this memorandum is to provide assistance to you in establishing policy and programmatic guidelines for the selection of qualified emergency shelter proposals. In order to move forward in the most expeditious manner, I am suggesting the following steps be taken by the Board Offices:

1. Motion

A Board motion, which authorizes the following:

1. Transfer of the \$20,000,000 to the CDC
2. Divide the funds (less 10% administration costs) among the five supervisorial districts.
3. Request the CDC, Board Offices, appropriate County Departments and LAHSA participate in a selection process for the allocation and distribution of these funds as well as available service and or operating funds.

4. Following the above, and with concurrence from the respective Board Office, authorize the Executive Director of the CDC to enter into contracts with the selected proposers/agencies for necessary capital, service and/or operation funds.

2. Selection of Proposal Solicitation Process by Board Offices (Two Options)

Option I is the Request For Proposal timeline, which will take approximately eight months to complete. Under this option, final proposal selection and contract execution would not occur until June 2006.

Option II is a discretionary process, without the Request For Proposal process. Each option will require the Board offices to work collaboratively with the CDC and other county departments to select appropriate proposals to receive capital, service and operating funds. I recommend Option II to expedite the process.

Option I Traditional Request For Proposal/Qualification Timeline

Funds Transferred To CDC	November 14, 2005
Prepare RFP/RFQ (Including County Counsel/CS approvals)	November 14, 2005 – December 12, 2005
Advertise RFP/RFQ	December 15, 2005
Release RFP/RFQ Proposals Due	January 9, 2006 February 9, 2006
Technical Review Period	Feb. 16- March 16, 2006
Review/Loan Committee Meeting Proposals Selected	April 3, 2006 April 3, 2006
Contract approvals	May 2006
Board Approval	June 2006

OPTION II DISCRETIONARY PROPOSAL SELECTION TIMELINE

Funds Transferred To CDC	November 14, 2005
CDC/Board Offices Selection Process (Joint discussions with county depts. for services)	November 14-Jan. 14
Proposals Selected	Jan. 23, 2006
Contracting Process Complete	February 15, 2006

3. Adoption of Pre-Qualification Criteria

Attached are our recommendations for pre-qualification of proposals. In order to identify projects that will meet these criteria, the CDC will present possible projects for your review. These projects, along with any you may bring to the working group, will be subject to the group's review using the following minimum threshold items. Details of each of the threshold items are attached. Proposals identified must score a minimum of 70 points in order to be considered for funding. Following this pre-qualification and allocation process, projects will still be subject to further technical review and analysis.

Minimum qualifications/requirements

- a. Emergency Shelter Operating Experience /Capacity
- b. Site Control and zoning in place
- c. Development Experience/Capacity
- d. Readiness
- e. Program Design.
- f. Leverage requirements: Ability to leverage capital/operational/service resources
- g. Relocation requirements (projects requiring the relocation of individuals or businesses will not be considered)

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4. Appointment of Project Selection Work Group

In order to assess potential projects, a coordinated effort will be needed to select the most qualified proposals and allocate appropriate levels of capital, service and or operational funds. A working group made up of representatives from the CDC, appropriate County Department staff, representation from LAHSA, along with each Board Deputy will be needed. Final approval of proposals will require written approval from the respective Supervisor.

CJ:LS:sm

Attachment

c: Lari Sheehan, Assistant Administrative Officer

ATTACHMENT

Pre-qualification Requirements and Points

Emergency Shelter Operating Experience-25 points

1. Incorporated and operational as a nonprofit 501(c)(3) organization providing services to homeless persons .
2. Minimum of **three years** operating a housing program of the type proposed.
3. Proposers must demonstrate the ability to carry out the proposed project. Beyond the length of time providing service to homeless persons in general, we will look at the proposer's experience working directly with the proposed population. Of critical importance is the proposer's experience directly related to carrying out the type of program proposed.
4. Demonstrated track record in securing government and/or private funding.

Site Control and Zoning-20 points

1. The Proposer must demonstrate to CDC's satisfaction that it has and will maintain control of the property for which a grant is requested. Submitted documentation should include a renewal provision. A current title report must also accompany site control documents.
2. Submit appraisal if acquisition needed
3. Development Timetable.
4. Current Zoning: Do current zoning and general plan designations permit use for emergency shelter or transitional housing? If yes, submit Evidence of Permissive Zoning. If no, how will the proposed facility be accommodated and when?

Development Experience-25 points

1. If development is involved, applicant must have experience in development, construction and construction management or partner with an entity with such experience. The use of a development consultant will meet this requirement provided such consultant contract covers the entire length of the development cycle: predevelopment through occupancy.

Readiness-20 points

1. Demonstrate commitment of capital, service and operation funds, if available.
2. Project is ready to open except for a lack of operational or service funding.
3. Project and use exist in the location and community input/outreach has been completed.

Program Design-10 points

1. The proposal will be evaluated for an appropriate and comprehensive approach to addressing the service and housing needs of the homeless population identified.
2. **General requirements:** Shelters are free. Shelters do not require as a condition of client housing participation in any religious or philosophical ritual, service, meeting, or rite. Cannot provide client housing in a manner that denies benefits on the basis of race, religion, age, sex, marital status, ethnicity, place of origin, physical or mental disability, or any other arbitrary basis. (Does not preclude provision of housing for men or women only.) Meets all Health and Safety Code regulations. Shelter and services are provided on a first-come, first served basis.
3. **Specialized Shelters:** In the case of the City's Domestic Violence Shelters system and the HIV/AIDS delivery system, the requirements are much more rigorous. For instance, in the DV system, there is a requirement for two years experience in providing shelter and specific training requirements of staff. In the case of the HOPWA delivery system, you must show knowledge of other health care delivery systems, etc.

Leverage Requirements(included with readiness points)

Because of the limited funds available, proposers should demonstrate significant leveraging from other funding sources. Higher points will be awarded to proposers that have capital, service and or operating subsidies already committed.

Relocation Requirements (no points, projects identifying relocation will not be considered.

1. Projects requiring the relocation of individuals or businesses will not be considered.

A minimum of 70 points will be needed to be considered for funding.

Pre-Qualification Points

Organizational Experience	25 pts.
Site Control/Zoning in place	20 pts
Development Experience	25 pts.
Readiness/Leverage	20 pts.
Program Design	<u>10 pts.</u>
Total Points	100 pts.